

THE CITY OF SALISBURY
HUMAN RESOURCES DEPARTMENT
City Office Building
132 North Main Street, 2nd Floor
Salisbury, NC 28145



EMPLOYMENT OPPORTUNITIES

HR Analyst/ Public Safety Recruiter

Your Career, Your Community

As a Human Resources Analyst in the City of Salisbury, you can make a difference! We are seeking candidates who are self-motivated, comfortable in a fast pace environment, possess excellent interpersonal and communication skills, have high energy and have the ability to exercise independent judgment. The successful candidate will be creative in seeking the best ambassadors for the City of Salisbury by using non-traditional recruitment efforts. In this position, it is vital to develop and maintain a close working relationship with the Fire and Police departments. Being able to work a flexible schedule is a must. The Public Safety Recruiter will need to attend job fairs, events, and participate in classroom recruiting (middle school, high school and higher education) which may not always be during regular business hours. Our Human Resources department believes in working hard and also playing hard. Join us for a rewarding career.

Minimum Requirements:

- Bachelor's degree in Business Administration, Human Resources Management, Public Administration or related field and considerable experience or equivalent combination of education and experience.
- Minimum of 3 to 5 years of experience in Human Resources
- Strong communication skills
- Flexibility in work schedule
- Must be proficient in Microsoft Word, PowerPoint, Excel, Publisher and Access
- Must have a valid NC Driver's License

Closing Date: July 29, 2016

1st review: July 15, 2016

Salary range: \$41,599.29 - \$54,079.07

Please apply online at www.salisburync.gov/hr

For questions please call/visit:

City of Salisbury Human Resources Department, City Office Building, 132 North Main Street, 2nd Floor. Phone: (704) 638-5217.

The City of Salisbury prohibits discrimination on the basis of race, color, national origin, sex, veteran status, sexual orientation, religion, age or disability in employment or the provision of services.

*The City of Salisbury is a Drug Free Workplace
Job Opportunities Hotline: (704) 638-5355*

